INTERFOLIO - FACULTY SEARCH - FAST FACTS FOR DEPARTMENT ADMINISTRATORS:

**Position Status Actions**: Position statuses indicate the current state of a position in the search process and can be used to set permissions for committee members and applicants.

- Accepting Applications
- Reviewing Applications
- Mid-search Review in progress
- Mid-search Review Approved
- Interviewing Finalists
- Offer Stage
- Position Filled
- Cancelled - No hires

**Application Status Actions**: Application statuses indicate where an individual application is in the review process and can be used to set permissions for applicants.

- No longer under consideration
- Longlist (meets required qualifications)
- Shortlist (meets preferred qualifications)
- Mid-search Review
- Interview 1 - Phone/Video Screen
- Interview 1 - In person
- Interview 2 - In person
- Interview 3 - In person
- Offer
- Hired

**Position Actions**:

- Edit Position
- View Committee
- View Position Activity Log
- View Position Details
- View referral sources
- Add New Applicant
- Close Position
**Disposition Codes:** Use disposition codes as short descriptions for why applicants did not make it to the next step of the hiring process.

- Application incomplete, did not submit all required materials
- Candidate declined offer
- Candidate withdrew - accepted another position (not at SBU)
- Candidate withdrew - accepted another position at SBU
- Candidate withdrew - decided not to relocate
- Candidate withdrew - decided to stay at home institution
- Candidate withdrew - reason unknown
- Candidate withdrew - retained by home institution
- Candidate withdrew - salary insufficient
- Candidate withdrew - start up package offered insufficient
- Candidate withdrew - Unable to find a position for candidate's partner or spouse
- Interview-lack of effective communication skills
- Interview/campus talk showed some deficiencies
- Lacks proper work authorization
- Lacks sufficient clinical experience
- Lacks sufficient contributions to diversity/cultural competence
- Lacks sufficient depth/breadth of research/creative excellence or impact
- Lacks sufficient leadership experience for position
- Lacks sufficient research achievement/potential
- Lacks sufficient success in securing external funding
- Lacks sufficient teaching achievement/potential
- Lacks sufficient years of experience
- NQ-clinical qualifications
- NQ-degree
- NQ-research qualifications
- NQ-service requirements
- NQ-stated credentials
- NQ-teaching requirements
- NQ-years of experience
- Publication record shows some deficiencies
- References/Letters of recommendations were weak
- Specialization/area of expertise not aligned with department needs

**Approval Templates:**

- **Position Approval Steps** indicate who needs to approve a position within each unit before the position can be posted.
- **Selection Approval Steps** indicates who needs to approve the selected candidate prior to initiating formal offer to candidate.
Department Mid-search review process:

After the search committee has reviewed all applications and is ready to move to the next step in the hiring process, the following must be completed prior to request for a Mid-search review:

1. Resume ratings have been completed by search committee members in Interfolio FS, or a resume screening spreadsheet/document is attached to the “internal notes” section of the position in Interfolio FS for review.
2. Assign “disposition codes” for all candidates not moving to the next step in the hiring process.
3. Change “Applicant status” for ALL applicants to be considered for the next step, ie. an interview to Mid-search review.
4. Change the “position status” to Mid-search Review in progress.
5. Department Administrator/Committee Manager must contact/email VP Coordinator (VPC) with their Mid-search recommendations.
6. VPC will notify OIDE via email that the position is ready for mid-search review process:
   a. The subject line of the email should have the Deans Area or Department Name and interfolio position number.
   b. For example: SOMAS mid-search review request for 55555
   c. Email should be addressed to: lin.wutiedemann@stonybrook.edu; and marjolie.leonard@stonybrook.edu

**OIDE Mid-search review process:**

Upon receipt of mid-search review request email:

1. OIDE will perform mid-search review.
2. May contact VPC for clarification or if items 1 – 4 are incomplete.
3. Upon approval:
   a. OIDE will change the “position status” to **Mid-search Review Approved**.
   b. Notify the VPC that the mid-search review has been approved by replying to VPC email (item 6) and adding to the subject line “SOMAS mid-search review request for 55555 has been approved”.

**West Campus/Provost Area only:**

**Selection Approval process:**

Upon OIDE mid-search approval and Dean Area review, VPC will initiate step 1 of Provost Interfolio Faculty Search “Selection Approval Steps” process. Interfolio will generate notification and OIDE will proceed to verify and confirm the mid-search process was completed and approved. Once verified, OIDE will approve step 2, and the “**Selection Approval**” workflow will move to step 3 of the selection workflow.

*Please note: Since OIDE is conducting the mid-search review, OIDE will no longer approve the final selection. However, step 2 of the **Selection Approval** workflow is a verification step to ensure OIDE has completed and approved the mid-search prior to the offer.*